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Introduction

Grade items define a quiz or assignment as being part of the modular assessment, and will add them to the Brightspace Gradebook, where all assessments and grades can be viewed in a table.

You can create the grade item from within the settings for the quiz or assignment. There are slight differences in the process for both; the quiz process is outlined below.

Method

- 1) Open your quiz settings, and select the **Not in Grade Book** dropdown and then **Edit or Link to Existing**.

Name *

Untitled

Grade Out Of

0 points

Not in Grade Book ▼ ⓘ

Due Date

DD/MM/YYYY

Description

Edit or Link to Existing

Add to Grade Book

2) This will open a new window - select **Choose Grade Scheme**, which will then display a dropdown.

Edit or Link to Existing

Create and link to a new grade item

🔑 Untitled

[Choose Grade Category](#)

[Choose Grade Scheme](#)

3) The Grade Scheme is the scale of the letter grades i.e. what constitutes an A+, A, A- etc. This is automatically set to **Percentage** on all modules. Use the dropdown to change it to the scheme that matches the Module Descriptor (the most commonly used one is the **(Default)**)



40% Pass Standard Letter/Numeric (NM) option, where an A- starts at 70%).

4) Click **OK** to create the grade item.

5) This will close the window, and the **Grade Out Of** box may be highlighted in red - you can ignore this as this box will automatically populate as you add questions to your quiz.

6) Complete the rest of your quiz settings.